

# TOWN OF NORTH SMITHFIELD HISTORIC DISTRICT COMMISSION

## Minutes of December 19, 2011

A meeting of the North Smithfield Historic District Commission was held on  
Monday, December 19, 2011  
in the Greenwood Room at 6:30 PM  
at the North Smithfield Public Library, 20 Main Street, Slatersville, RI

**Call to order:** 6:35 pm

**Members Present:** Louise Belisle, Daniel Couture, Jeffrey Harris, Linda Frye, Jeffrey Fontaine

**Members Absent:** Gwen Cunningham

**Materials Distributed:** Agenda, Minutes.

### **Approval of Minutes from November 21, 2011 Meeting**

Approval for the minutes from the November 21, 2011 meeting was unanimous.

### **Communications**

- A. As part of the Commission's continued 'Education Series', Jeff H. submitted to members a copy of Preservation Brief (17): Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character, by Lee H. Nelson, FAIA, for the U.S. Department of the Interior. (see attached copy)
- B. Jeff F. presented a standardized informational letter to present to Real Estate agents and/or their respective companies to represent the NSHDC and the prospective sale of an historical property within one of North Smithfield's Historic Districts. Jeff H. requested edits. Jeff F. to present a revised draft copy by next meeting.
- C. Jeff F. committed to serve as the NSHDC liaison to Real Estate Agencies and their Agents to facilitate communication with respect to prospective sales of an historical property within one of North Smithfield's Historic Districts.
- D. Jeff H. read an email from John Zambarano in response to his resignation from the Commission. The Commission accepted his resignation.
  - Motion: Louise Belisle
  - Seconded: Daniel Couture
  - All in favor
  - Opposed: None
- E. Louise B. conveyed a concern in seeking to fill the vacancy of resigned member John Z. Louise B. suggested a pro-active approach and will contact the Town Administrator to add to the NS town website an NSHDC volunteer opportunity to fill the full membership position as well as the position of auxiliary member. Louise B. to provide update of progress by next meeting.

### **New Business**

- A. Election of Officers: Jeff Harris was unanimously approved as Chair.  
Louise Belisle was unanimously approved as Vice-Chair.  
Nominations and votes for the position of Secretary were tabled to the next meeting.
- B. The schedule of meetings for the 2012 calendar year was unanimously approved.  
Copies of the schedule are to be posted at the Town Hall and the Municipal Annex.

### **Old Business**

- A. Review, discussion and vote for approval on NS HDC Rules and Regulations, Section III, was continued and finalized. NS HDC Rules and Regulations, Section III was approved.  
Motion: Jeffrey Fontaine  
Seconded: Daniel Couture  
All in favor  
Opposed: None

### **Meeting Adjourned**

The meeting was called to a close at 7:55 p.m.

Motion: Daniel Couture  
Seconded: Linda Frye  
All in favor  
Opposed: None

Next Meeting: Monday, January 23, 2012